NACC SYSTEM ACCESS REQUEST

Submit to: NACC Security Administrator, MSFC Building 4492

Name: (Last, First, Middle):	Center/Site:	Mailing Address (Include Mail Code):

Phone Number:	Electronic Address:

Employed By: ☐ NASA   ☐ Other Gov. Agency   ☐ Contractor   Current Userid

Contract #   Expiration (MM/DD/YY)   Company/Organization:

SYSTEM	USERID	ACCESS PRIVILEGE	DEPARTMENT AREA
☐ ARMVS1, ARMVS2			
☐ ARTEMIS (SDEV)			
☐ GRC (LeRC)			
☐ GSCSB1			
☐ HQSYSB			
☐ JSCINA			
☐ JSDMVS			
☐ JSDVM			
☐ JSIMCA, JSIMCB, JSIMCT			
☐ KSPR14, KSTS13, KSY12			
☐ LAPROD, LADEVL			
☐ MAPROD, MADEVP			
☐ MSMIS			
☐ NACOMN			
☐ NACOSB			
☐ NAPROD			
☐ SSPROD			

I understand USERID's issued to me and all files residing on NASA-owned equipment are the property of NASA. I also understand unauthorized access to and/or use of the requested computer services is a violation of the law and punishable under the provisions of 18 USC 1029, USC 1030, and other applicable statues. I will not share my USERID or divulge my password to anyone. I understand I must logon to the system regularly to retain system access, and I will notify the NACC Security Coordinator when I no longer need access. I will change my password once every thirty days.

Justification:

Group(s):

Remarks:

Type of Request: ☐ New   ☐ Permanent   ☐ Temporary (Duration:)

                      ☐ Delete   ☐ Revise

Signature: _____ **Date**: _____

Supervisor: **Supervisor Signature:** _____

NASA Approval: _____

NACC SYSTEM ACCESS REQUEST FORM INSTRUCTION SHEET

Please ensure information is complete. Incomplete forms cannot be processed. Return completed form(s) to the NACC Security Administrator at MSFC Building 4492. The form(s) may be FAXed to 256-544-5512. Please address all questions to 256-544-6013.

NAME - Full name of user requesting system access.

CENTER/SITE – Associated NASA site

MAILING ADDRESS - Street, city, state, zip code, and mail code where individual receives mail.

PHONE NUMBER - Work phone number with area code. Where applicable, include extension.

ELECTRONIC MAIL ADDRESS - Internet electronic mail address, if available.

EMPLOYED BY - Check appropriate employer: NASA, other government agency, or by a contractor.

CURRENT USERID – Designate current userid if existing.

CONTRACT # – If employed by a contractor, include contract number

EXPIRATION DATE – If employed by a contractor, include date contract expires.

COMPANY/ORGANIZATION - Name of company, agency, or section who employs the user.

SYSTEM - Check the box(es) for each system to which access is requested,

USERID – Users should designate what they would like their userid to be on each system to which they are requesting access. If the system does not support the requested userid, NACC Security personnel will notify the user of their assigned userid when the new password is communicated.

ACCESS PRIVILEGE – This field should be used to designate what type of privilege the user will need on each system; i.e., TSO, JOB, CICS, etc.

DEPARTMENT AREA – Users should designate the department within their organization to which they are assigned.

JUSTIFICATION – Designate why the access is required.

GROUPS: Designate the group(s) to which the user is to be connected.

REMARKS: This area is reserved for any additional information that will assist in creating the user's account. For example, use this area to designate an existing USERID which can be used as a model for this new account.

TYPE OF REQUEST - Check "new" for a new user, then check "permanent" or "temporary". If you check "temporary", then designate a duration. Check "delete" to remove a USERID from the system. This action removes the individual's USERID, datasets, and access to the system. Check "revise" to update any information designated on the form.

SIGNATURE - The individual who is requesting the USERID must read the statement and sign the form.

DATE - The date individual signed the form.

SUPERVISOR - For civil servants, the individual's supervisor's name and signature are required. For contractors, a COTR signature is required.

NASA APPROVAL: Appropriate NASA official signature